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TO: (Officer designation, room number, and building)	DATE		OFFICER'S	COMMENTS (Number each comment to show from whom
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comment.
1. ADDS		193	<u>.</u>	1 to 2
7D-18, Hars.	2, '	1.571		Bill:
Executive Director-Comptro	1			This is OTR's suggestion for the
7E-12 Hgs.			1030 S/	Executive Interchange Program. The
	5/25	3/5%	401	panel-type presentation is usually
Assistant Deputy Director		2/	1/2	very effective with this kind of audi-
for Support		129		ence. Therefore, I recommend your
71)-18 Hqs.		1	-	approval.
Acting Director of Training 1026 C of C Bldg.				25X1A
5. ·				Robert S. Wattles
				Assistant Deputy Direct
5.	· ·			for Support 25X1A
				25X1A
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3.				
				W. E. Colby
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22 February 1972

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT

: Briefing for Executive Interchange Program

REFERENCE

: Memo dtd 3 Feb 72 to DD/S fm ExDir-Compt, same subject; memo dtd 16 Feb 72 to ExDir-Compt fm ADDS, same subject; memo dtd 16 Feb 72 to ADTR fm ADDS, same subject

- 1. Herewith are a suggested schedule and a few other ideas on procedures for the visit of the young officers of the Executive Interchange Program.
- 2. The general Brookings format probably would be quite suitable for this group, e.g. a 30-40 minute presentation by Mr. Colby, followed by a panel-type question and answer period. The panelists should be senior enough so they could answer a broad range of questions about their operations and activities. Although this is a junior executive group, their questions are likely to be just as incisive and penetrating as they sometimes are at the Brookings affairs. The office head or special assistant level would seem most appropriate. For example:

DDS Jack Blake

DDI Dick Lehman

DDP 25X1A

DDS&T Dave Brandwein

A good choice for a fifth panelist would be Chuck Briggs, who could discuss planning, programming, management, computers, etc. As soon as Mr. Colby approves the suggested schedule, we shall contact the speakers and begin making the necessary administrative arrangements.

3. Using this format a late afternoon schedule might look something like this:

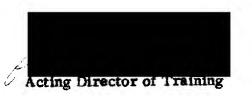
1445 - Arrival and Coffee in USIB
Conference Room

1500-1530 - Opening Briefing by Mr. Colby

1530-1645 - Question and Answer Period

This would allow the visitors to leave a little ahead of the 1700 rush.

4. As to dates, the latter part of March would be most suitable in terms of OTR's other commitments. Subject to the approval and availability of Mr. Colby, of course, we should like to suggest Tuesday, 28 March.



25X1A

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